

**Worker's Compensation
Insurance Letter**

INS #	433
Date	November 20, 2001
Program	Claims Management
Type	<u>New</u>
Replaces	



**State of Wisconsin
Department of Workforce Development**

201 East Washington Avenue
P.O. Box 7901
Madison, WI 53707-7901
Telephone: (608) 266-1340
e-mail: DWDDWC@dwd.state.wi.us
<http://www.dwd.state.wi.us/>

To: Insurance Carriers' and Self Insured Employers' Claims Handling Offices
From: Judy Norman Nunnery, Division Administrator
Subject: Revisions To First Report of Injury, WKC-12, and Supplemental Report, WKC-13

Purpose: Announce revisions to forms WKC-12, First Report of Injury and WKC-13, Supplementary Report and request employers and claims administrators to begin using the revised forms.

Background: The First Report of Injury, WKC-12, is the Wisconsin employer's form for recording workplace accidents and illnesses. It has been revised to accommodate OSHA record keeping changes on the OSHA 301 form, which will become effective January 1, 2002. Wisconsin employers are not required to complete the OSHA 301 for the same injury if they use the revised WKC-12 form. The changes added two questions regarding the medical treatment of the injured worker and more detail to the injury description. The revised form will be included with a mailing of an Unemployment Insurance Newsletter to employers in January 2002.

The Supplementary Report, WKC-13, was modified to include specific instructions regarding the completion of the form and minor modifications requested by claims administrators to help make the form clearer and more functional. While immediate use of the revised form is recommended, the Division will allow an extended period of time, until January 1, 2003, for claims administrators who report via hard copy to convert to the new forms.

For purposes of fulfilling your reporting requirements to the Division, we urge all claims administrators to use Electronic Data Interchange or the Insurers Pending Reports on the Internet for submitting the required information from the first report of injury and supplementary reports. Using either form of electronic submission will reduce requests for missing reports and improve accuracy and timeliness of reporting

Action Requested: Begin using the revised forms as soon as possible. Communicate the revised WKC-12, First Report of Injury to your insured and request that they begin using it and destroy all former versions. A hard copy of the WKC-12 may be reproduced from the Internet at: http://www.dwd.state.wi.us/wc/about_us/formsorder.htm

The Internet address for the Insurers' Pending Reports:
http://www.dwd.state.wi.us/wc/insurance/pending_rpts.htm

Inquiries: For questions, contact Lee Shorey, (608) 267-9407

Enclosures: Forms WKC-12 and WKC-13

References: None